

CITY OF BURBANK

SENIOR PLAN CHECK ENGINEER

DEFINITION

Under general direction, to examine and approve plans, calculations, and technical documentation for commercial, industrial, and residential structures related to architectural, structural, geotechnical, mechanical, electrical, and plumbing construction; and to do related work as required.

ESSENTIAL FUNCTIONS

Assists in monitoring on-line permitting system; assists in tracking statistics for Building Division program reporting; assists in monitoring special Building Division programs including Storm Water Pollution and Seismic Retrofitting; assists in tracking code and legislative updates and revisions; assists in coordinating and developing public counter plan check procedures; assists in developing public information including handouts and brochures; participates in the development and maintenance of the Building Division website; participates in the development and maintenance of emergency procedures for the Building Division; prepares technical reports and represents the Building Division at Board of Appeals hearings; performs reviews and coordinates approvals of plans and calculations including architectural, structural, geotechnical, mechanical, electrical, and plumbing documents; advises and assists engineers, architects, contractors, and property owners to determine applicable building code provisions relating to the building's structure, utilities, sanitation, and environmental systems; participates in preliminary plan review meetings and development review for complex projects; checks plans and calculations for conformance to code standards; advises applicants of deficiencies when plans are not in conformance with regulations, and approves or disapproves such plans; verifies that applicants obtain all required City and outside agency approvals; assists in coordinating with other City departments and the distribution of documents; interfaces with inspectors regarding plan, permit, and inspection requirements; makes field inspections of projects with special engineering, architectural, and fire-life safety considerations; prepares written correspondence and reports; prepares reports of a technical nature citing findings based on code interpretations; attends public meetings; assists in providing training, advice, and assistance to the plan check and permit technician staff as needed; drives on City business.

MINIMUM QUALIFICATIONS

Employment Standards:

- Knowledge of – building codes and regulations; mathematical principles; pertinent regulations governing building construction, building environmental and sanitation systems, and building construction practices; methods and engineering principles used in calculating structural loads, drainage, geotechnical engineering basics, stress and other design tolerances, and mechanical, electrical, and plumbing systems.
- Skill in – computer operations.
- Ability to - review plans for conformity with pertinent building and safety regulations; make effective presentations; calculate structural loads, hydrology, hydraulics, stress, mechanical, electrical, and plumbing calculations and design, and other calculations necessary to approve proposed plans; answer technical questions involving code interpretations; make field investigations and prepare technical reports; establish and maintain effective working relationships with supervisors, fellow employees, and the public.

Education/Training: Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for acceptable job performance as determined by the City. Example combination includes, but is not limited to graduation from an accredited college with major work in engineering, architecture, civil engineering, structural engineering, architectural engineering, mechanical engineering, electrical engineering, geotechnical engineering, or closely related field and four years of professional engineering or architectural experience in design or reviewing construction documents.

License & Certificates: A valid California Class "C" driver's license or equivalent at time of appointment; registration as a Civil Engineer, Structural Engineer, Electrical Engineer, or Mechanical Engineer in the State of California or Licensure as an Architect in the State of California is required. Must be able to obtain an International Code Conference (ICC) certification as Plans Examiner within one year of appointment.

SUPPLEMENTAL INFORMATION

Desirable Qualifications: Experience or training in engineering computer applications.